This is an example of a memo of agreement, or conduct contract, that includes information about crew member expectations and safety regulations. It was designed for an international field project. This template is modeled after a document written by Sarah Kurnick at the University of Colorado, Boulder.

[Insert Project Name Here]

[Insert Field Season Here] Memo of Agreement

[Insert Project Director Name Here]

[Insert Project Director Affiliation Here]

**Personal Conduct**

The [Insert Project Name Here] Project is conducted with the permission of the [Insert International Government/Agency Name Here] government. Consequently, individual behavior and actions of participants reflect directly upon the project as a whole, and any legal or ethical problems that arise can jeopardize our permit to work in Mexico. Participants will be responsible for respecting all laws, customs, and standards of behavior associated with being a guest of [Insert International Government/Agency Name Here] and a member of the [Insert Project Name Here]. Serious breaches of conduct will be grounds for immediate dismissal, and include, but are not limited to:

1) possession, use, or even discussion concerning the desire or intent to purchase and/or use illegal drugs, including controlled substances for which you do not have a prescription;

2) collection or removal of artifacts outside of approved project activities;

3) sexual or otherwise amorous relationships with local community members (including locally-hired employees);

4) and any behavior that jeopardizes the research or the safety of others.

***I have read and understood the preceding documents, and promise to comply with all provisions described therein.***

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_